



DCMA INSTRUCTION 692

SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

**Office of Primary
Responsibility:**

Equal Employment Opportunity

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Purpose: This issuance, in accordance with the authority in DoD Directive (DoDD) 5105.64, DoDD 6495.01, and DoD Instruction (DoDI) 6495.02:

- Establishes policy, assigns responsibilities, and provides guidance for DCMA Instruction 692
- Establishes the Sexual Assault Response Team (SART).
- Establishes minimum program standards and training requirements

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

a. This Instruction applies to:

(1) All DCMA active duty military members, and their dependents, 18 years of age and older.

(2) National Guard (NG) and Reserve members who are sexually assaulted when performing active service, as defined in Section 101(d)(3) of United States Code, Title 10, and inactive duty training.

(3) All DCMA civilian employees, and their dependents, 18 years of age and older.

(4) U.S. citizen DCMA contractor personnel when they are authorized to accompany the Armed Forces in a contingency operation outside Continental United States (OCONUS).

b. This Instruction does **not** apply to victims of sexual assault perpetrated by a spouse or intimate partner, or military dependents under the age of 18 who are sexually assaulted. The Family Advocacy Program (FAP), as described in DoD 6400.01, Volume 2, "Child Abuse and Domestic Abuse Incident Reporting System," provides services to these individuals.

1.2. POLICY. It is DCMA policy that:

a. This Instruction, DoDD 6495.01, "Sexual Assault Prevention and Response (SAPR) Program," and DoDI 6495.02, "Sexual Assault Prevention and Response (SAPR) Program Procedures" establishes and implements the DCMA SAPR Program. Unrestricted and restricted reporting options are available to service members and their adult military dependents. DCMA civilian employees and contractor personnel have access to **limited** SAPR services, defined as assistance of a Sexual Assault Response Coordinator (SARC), and Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA), and are eligible to file unrestricted reports of sexual assault, in accordance with (IAW) this Instruction.

b. DCMA is committed to preventing sexual assault and will not tolerate, condone, or overlook sexual assault, or the behaviors that lead to sexual assault. DCMA SAPR Program goals are to create an organizational climate that eradicates sexual assault incidents and encourages victims to report incidents without fear; ensure sensitive and comprehensive treatment is provided to restore a victim's health and well-being; and ensure appropriate administrative and disciplinary action is taken, when necessary.

c. While a sexual assault victim may disclose information to whomever he or she chooses, an official report is made only when a DD Form 2910, "Victim Preference Reporting Statement," is signed and filed with a SARC or SAPR VA, or when a Military Criminal Investigative Organization (MCIO) initiates an investigation.

- d. DCMA SAPR Program focuses on the victim and on doing what is necessary and appropriate to support the victim's recovery.
- e. Standardization of DCMA SAPR Program requirements, terminology, guidelines protocols, and training materials focus on awareness, prevention, and response at all levels, as appropriate.
- f. Information regarding restricted reports should only be released to persons authorized to accept restricted reports or as authorized by law or DoD regulation. Improper disclosure of confidential communications under restricted reporting or improper release of medical information are prohibited and may result in disciplinary action or other adverse personnel or administrative actions.
- g. Information regarding unrestricted reports should only be released to persons with an official need to know or as authorized by law. Improper disclosure of confidential communications under unrestricted reporting or improper release of medical information are prohibited and may result in disciplinary action or other adverse personnel or administrative actions.
- h. All unrestricted reports of violations of sexual assault will be immediately reported to an MCIO or appropriate law enforcement officials. A Commander/Director or Component Head may **not** conduct an internal or command-directive investigation on sexual assault allegations (i.e., no referrals to appointed command investigators or inquiry officers).
- i. Sexual assault victims will be protected from retaliation, ostracism, maltreatment, and reprisal in accordance with Section 1709 of Public Law 113-66.
- j. All supervisors receive specialized SAPR training that explains their roles in the event of a sexual assault report.
- k. All supervisors in the victim's chain of command are required to take appropriate measures to protect the victim against retaliation, reprisal, ostracism, or maltreatment, when they become aware of the allegations.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The Director, DCMA will:

- a. Establish SAPR policy and standards for response and program oversight.
- b. Establish standards for command assessments of the organizational SAPR climate, at the lowest levels, including periodic follow-up assessments annually and as necessary. IAW Section 572 of Public Law 112-239, these standards will require that commanders/directors conduct such climate assessments within 120 days of assuming command and annually thereafter.
- c. Establish policy that ensures subordinate Commanders/Directors or Component Heads (O6/GS-15 and above) implement the DCMA SAPR Program at their locations consistent with this Instruction, DoDD 6495.01 and DoDI 6495.02.

2.2. COMPONENT HEADS. Component Heads (O6/GS-15 and above) will:

- a. Respond appropriately to incidents of sexual assault. The Commander's 30-Day Checklist for Unrestricted Reports for military victims is located in the Sexual Assault Prevention and Response Office Policy Toolkit at www.sapr.mil. If the victim is a DCMA civilian employee, contact the DCMA SAPR Program Manager (PM) for assistance. Note: the DCMA SAPR Program Manager (PM) serves as the point of contact for all SAPR related matters for HQs components.
- b. Publish a Regional Commander's (Eastern, Western, Central, International, and Special Programs) SAPR Statement to implement this Instruction.
- c. Solicit a volunteer to serve as the Regional SARC (R-SARC) or SAPR VA (Eastern Western, Central, International, and Special Programs). If a volunteer is identified, designate in writing, that individual serve as the subject matter expert (SME) within the assigned area of responsibility (AOR). If no volunteer is identified, consult with the DCMA SAPR PM.
- d. Publicize the availability and contact information for DCMA SAPR personnel (SARCs and VAs).
- e. Direct that the R-SARC or SAPR VA, and the appropriate investigative authority (MCIO or local law enforcement) be immediately called upon receipt of an unrestricted report.
- f. Comply with established procedures to protect victims of sexual assault from retaliation, ostracism, maltreatment, or reprisal.
- g. Serve as Chair (delegable no lower than the Deputy) of the Sexual Assault Response Team (SART) (See Glossary) for sexual assault incidents in their AOR.
- h. Adhere to standards issued for command assessments, including periodic follow-up assessments as required. The climate assessment will include an opportunity for personnel to

express their opinions regarding the manner and extent to which their leaders respond to allegations of sexual assault, complaints of sexual harassment, and the effectiveness of such response.

i. Require that sexual assault victims receive appropriate and responsive care and that the SARC serves as the single point of contact for coordinating care for victims.

j. Establish an organizational climate of sexual assault prevention, predicated on ensuring all employees are treated with dignity and respect.

2.3. CONTRACT MANAGEMENT OFFICE (CMO) COMMANDER/DIRECTOR. The CMO Commander/Director will:

a. Respond appropriately to incidents of sexual assault. The Commander's 30-Day Checklist for Unrestricted Reports, for military victims, is located in the SAPR Policy Toolkit, at www.sapr.mil. If the victim is a DCMA civilian employee or contractor employee, contact the DCMA SAPR PM for assistance.

b. Publish a CMO Commander's/Director's SAPR Statement to implement this Instruction.

c. Designate the Deputy Director serve as the CMO's POC for all SAPR related matters (except report processing). All victims of sexual assault are directed to the R-SARC, or DCMA SAPR PM for assistance.

d. Direct that the R-SARC, and the appropriate investigative authority (MCIO or local law enforcement) be immediately called upon receipt of an unrestricted report.

e. Comply with established procedures to protect victims of sexual assault from retaliation, ostracism, maltreatment, or reprisal.

f. Adhere to standards issued for command assessments, including periodic follow-up assessments as required. The climate assessment will include an opportunity for personnel to express their opinions regarding the manner and extent to which their leaders respond to allegations of sexual assault, complaints of sexual harassment, and the effectiveness of such response.

2.4. DCMA GENERAL COUNSEL. The General Counsel will:

a. Provide legal advice and review all proposed policies, and Instructions pertaining to the DCMA SAPR Program.

b. Designate a legal representative to serve as a member of the SART.

c. Ensure this Instruction and the DCMA SAPR Program complies with DoDD 6495.01 and DoDI 6495.02.

2.5. DCMA OFFICE OF INDEPENDENT ASSESSMENT. The Office of Independent Assessment will develop a comprehensive Quality Assurance Review process to ensure compliance to this Instruction and the DCMA SAPR Program at the Regional and CMO command levels.

2.6. DCMA EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE. The EEO Office will ensure the SAPR program obtains the required funding and resource allocation for program execution.

2.7. DCMA SAPR PM. The SAPR PM will:

- a. Serve as the DCMA Director's SME for all SAPR related matters.
- b. Report all unrestricted reports of sexual assault to the Director, DCMA, within 2 hours of receipt.
- c. Oversee the DCMA SAPR Program, IAW DoDD 6495.01 and DoDI 6495.02, and its execution enterprise-wide.
- d. Exercise oversight responsibility for R-SARCs in the performance of their SARC related duties.
- e. Publicize DCMA's SAPR Program.
- f. Serve as the DCMA Headquarters and Eastern Region SARC.
- g. Establish SAPR Program personnel requirements.
- h. Ensure policy implementation compliance and field guidance.
- i. Evaluate the program's effectiveness through data collection and analysis.
- j. Establish R-SARC and SAPR VA training standards.
- k. Be authorized by this Instruction, and IAW DoDI 6495.02, to accept reports of sexual assault.
- l. Ensure R-SARCs and SAPR VAs meet DoD Sexual Assault Advocate Certification Program (D-SAACP) credentialing requirements.
- m. Maintain the DCMA SAPR Website.
- n. Provide a 24-hour, 7-day per week response capability to victims of sexual assault.
- o. Facilitate the development and collaboration of SAPR public awareness campaigns for victims of sexual assault, including the planning, coordination, and execution of Sexual Assault Awareness and Prevention Month (SAAPM) events, enterprise-wide.

- p. Conduct an ongoing assessment of the consistency and effectiveness of the SAPR Program and report these observations to the DCMA Director.
- q. Establish a SART.
- r. Develop a Quality Assurance Review Checklist to assess program compliance enterprise-wide.
- s. Facilitate education of command personnel on sexual assault and victim advocacy services.
- t. Facilitate annual SAPR training.
- u. Facilitate training of DoD and civilian law enforcement and criminal investigative personnel on the SAPR policy and program, and the roles and responsibilities of the R-SARCs and SAPR VAs.
- v. Maintain liaisons with Component Heads, CMO Commanders/Directors, MCIOs and DoD law enforcement for the purpose of providing SAPR support services to sexual assault victims.
- w. Identify and utilize community-based resources and partnerships to add depth to prevention efforts.
- x. Provide program budget and obligation data to the Director, EEO.
- y. Participate in CMG and SART meetings (as required).

2.8. DCMA R-SARC. The R-SARC will:

- a. Report all sexual assault reports to the DCMA SAPR PM within 24 hours of receipt.
- b. Immediately report all sexual assault incidents to the next higher level Commander/Director and/or Component Head in the victim's chain of command, no later than 24 hours after the incident.
- c. Serve as the Regional Components (Eastern Western, Central, Special Programs, and International) SME for all SAPR related matters.
- d. Serve as the single point of contact to coordinate SAPR services, including response capabilities, when a sexual assault is reported.
- e. Coordinate emergency services; provide crisis intervention and on-going advocacy for victims within their designated AOR, upon request.
- f. Collaborate with service branch SARCs, local resources, and first responders.
- g. Participate in CMGs, and co-chair the SART meetings (as required).

- h. Facilitate and coordinate SAPR face-to-face training within their AOR (as requested).
- i. Manage SAPR VAs when performing their advocacy duties, within their AOR.
- j. Comply with D-SAACP, DoDD 6495.01, and DoDI 6495.02 requirements.
- k. Be authorized by this Instruction, and IAW DoDI 6495.02, to accept reports of sexual assault.
- l. Explain the available reporting options to the victim; assist the victim in filling out the DD Form 2910 where the victim elects to make a restricted or unrestricted report.
- m. Document and track the services referred to and requested by the victim from the time of the initial report of a sexual assault through the final case disposition or until the victim no longer desires services.
- n. Provide a 24-hour, 7-day per week response capability to victims of sexual assault.
- o. Facilitate annual SAPR training to CMO's within their AOR.
- p. Plan, coordinate, and execute local events for SAAPM.
- q. Conduct an ongoing assessment of the consistency and effectiveness of the SAPR Program within their assigned AOR and report these observations to the DCMA SAPR PM.

2.9. DCMA SAPR VA. The SAPR VA will:

- a. Immediately report all sexual assault incidents to the R-SARC, in any case, no later than 24 hours after the incident.
- b. Provide on-going advocacy for victims within their designated AOR, upon request.
- c. Participate in CMGs and the SART meetings (as required).
- d. Facilitate annual SAPR training to CMO's within their AOR.
- e. Comply with D-SAACP, DoDD 6495.01, and DoDI 6495.02 requirements.
- f. Be authorized by this Instruction, and IAW DoDI 6495.02, to accept reports of sexual assault.
- g. Explain the available reporting options to the victim and assist the victim in filling out DD Form 2910, where the victim elects to make a restricted or unrestricted report.
- h. Report directly to the R-SARC while carrying out sexual assault advocacy responsibilities.

- i. Immediately provide SAPR support services to victims upon receipt of a sexual assault report.

SECTION 3: REPORTING OPTIONS AND SEXUAL ASSAULT REPORTING PROCEDURES

3.1. REPORTING OPTIONS. Service members who are sexually assaulted have two reporting options: unrestricted and restricted reporting. Unrestricted reporting is favored by the DoD; however, unrestricted reporting may represent a barrier for victims to access services when the victim desires no command or DoD law enforcement involvement. However, the DoD recognizes a fundamental need to provide a confidential disclosure vehicle via the restricted reporting option. Adult military dependents, 18 years of age and older, who were victims of a sexual assault perpetrated by someone other than a spouse of intimate partner, may file an unrestricted or restricted report of sexual assault. DCMA civilian employees and their family dependents, 18 years of age and older, are **only** eligible to file an unrestricted report; and may receive limited SAPR services. These serves are limited to the assistance by the R-SARC, and assignment of a SAPR VA. DCMA contractors are **only** eligible for unrestricted reporting and may receive **limited** emergency care medical services at a Medical Treatment Facility (MTF), when performing duties OCONUS.

a. Unrestricted Reporting. This reporting option triggers an investigation, command notification and allows a person who has been sexually assaulted to access healthcare treatment and the assignment of a SAPR VA. When a sexual assault is reported through unrestricted reporting, the R-SARC shall be notified; respond or direct a SAPR VA to respond; offer the victim healthcare treatment and a Sexual Assault Forensic Examination (SAFE); and inform the victim of available resources. A victim may not change from an unrestricted to a restricted report.

b. Restricted Reporting. This reporting option does **not** trigger an investigation. The command is notified that “an alleged sexual assault” occurred but is not given the victim’s name or other personally identifiable information. Restricted reporting allows Service members and military dependents who are adult sexual assault victims to confidentially disclose the assault to specified individuals (R-SARC, SAPR VA, or healthcare personnel (HCP)) and receive healthcare treatment and the assignment of a SAPR VA. The restricted reporting option is only available to Service members and adult military dependents. Restricted reporting may not be available in a jurisdiction that requires mandatory reporting, or if a victim first reports to a civilian facility or civilian authority, which will vary by State, territory, and overseas agreements. A victim may convert a restricted report to an unrestricted report at any time. The conversion to an unrestricted report will be documented with a signature by the victim and the signature of the R-SARC or SAPR VA in the appropriate block on the DD Form 2910. Only the R-SARC, SAPR VA, or HCP are designated as authorized to accept a restricted report.

c. Non-Participating Victim (See Glossary). For victims choosing either restricted or unrestricted reporting, the following guidelines apply:

(1) Details regarding the incident will be limited to only those personnel who have an official need to know. The victim’s decision to decline to participate in an investigation or prosecution should be honored by all personnel charged with the investigation and prosecution of sexual assault cases, including, but not limited to, Commander/Director or Component Head

(GS-15 and above), DoD law enforcement officials, and personnel in the victim's chain of command. The victim will be informed by the R-SARC or SAPR VA that the investigation may continue regardless of whether the victim participates.

(2) The victim's decision not to participate in an investigation or prosecution will not affect access to the R-SARC or SAPR VA services, medical and psychological care, or services from a Special Victims' Counsel (SVC) or Victims' Legal Counsel (VLC). These services will be made available to all eligible **military** sexual assault victims.

d. Disclosure of Confidential Communications. In cases where a victim elects restricted reporting, the R-SARC, SAPR VA, and HCP may not disclose confidential communications or the SAFE and the accompanying kit to DoD law enforcement or command authorities, either within or outside the DoD, except as provided in DoDI 6495.02. Unless an exception applies, R-SARCs, SAPR VAs, and HCP are prevented from disclosing confidential communications under restricted reporting. Improper disclosure of confidential communications or improper release of medical information are prohibited and may result in disciplinary action or other adverse personnel or administrative actions.

e. Independent Investigations. If information about a sexual assault comes to a Commander's/Director's or Component Head's attention from a source other than a victim (victim may have elected restricted reporting or where no report has been made by the victim), that Commander/Director shall immediately report the matter to an MCIO or law enforcement, and an official (independent) investigation may be initiated based on that independently obtained information.

f. Victim Confiding in Another Person. In establishing the restricted reporting option, DoD recognizes that a victim may tell someone (e.g., roommate, friend, family member) that a sexual assault has occurred before considering whether to file a restricted or unrestricted report.

(1) A victim's communication with another person does not, in and of itself, prevent the victim from later electing to make a restricted report. Restricted reporting is confidential, not anonymous, reporting. However, if the person to whom the victim confided the information (e.g., roommate, friend, family member) is in the victim's chain of command or DoD law enforcement, there can be no restricted report.

(2) Communications between the victim and a person other than the R-SARC, SAPR VA, HCP, assigned SVC/VLC, legal assistance officer or chaplain are **not** confidential and do not receive the protections of restricted reporting.

3.2. REPORTS AND COMPONENT HEADS (O6/GS-15 AND ABOVE).

a. Unrestricted Reports to Component Heads (O6/GS15 and above). The R-SARC shall provide the Component Head with information regarding all unrestricted reports within 24 hours of an unrestricted report of sexual assault.

b. Restricted Reports to Component Heads (O6/GS-15 and above). For the purposes of public safety and command responsibility, in the event of a restricted report, the R-SARC shall

report non-personally identifiable information (PII) concerning sexual assault incidents (without information that could reasonably lead to personal identification of the victim or alleged assailant) to the Component Head, within 24 hours of the report.

3.3. REPORTING RETALIATION, REPRISAL, OSTRACISM, SEXUAL HARASSMENT, OR MALTREATMENT. Victims can seek assistance on how to report any of the aforementioned allegations from the following:

- a. The R-SARC, SAPR VA, or SVC/VLC.
- b. A SARC, at a different installation, which can be facilitated by the DoD Safe Helpline.
- c. Their immediate Component Head, or CMO Commander/Director.
- d. A Component Head or CMO Commander/Director or Component Head **outside** their chain of command.
- e. Service Military Equal Opportunity Office or DCMA EEO Office to file a complaint of sexual harassment.
- f. The MCIO, or local law enforcement, immediately, if the allegation is of an act that is criminal in nature and the victim filed an unrestricted report.

SECTION 4: TRAINING REQUIREMENTS

4.1. MANAGEMENT OF TRAINING REQUIREMENTS.

a. Component Heads, Commanders/Directors, supervisors, and managers at all levels shall be responsible for the effective implementation of the DCMA SAPR Program.

b. Component Heads, Commanders/Directors, supervisors, and managers at all levels shall advocate a robust SAPR program and provide education and training that shall enable them to prevent and appropriately respond to incidents of sexual assault.

4.2. GENERAL TRAINING REQUIREMENTS. DCMA SAPR training requirements shall comply with DoDI 6495.02, Enclosure 10, and applies to all Service members and DCMA civilian personnel:

a. At a minimum, SAPR training will be completed annually by all DCMA personnel.

b. SAPR training shall include scenario-based discussions, and small group facilitation that is interactive and requires group participation.

GLOSSARY

G1. DEFINITIONS. These terms and their definitions are for the purpose of this issuance.

CMG. IAW Enclosure 9, subparagraph 1.b of DoDI 6495.02, the installation commander or the deputy installation commander shall chair the CMG on a monthly basis to review individual cases, facilitate monthly victim updates, and direct system coordination, accountability, entry of disposition and victim access to quality services. The CMG will only review cases of unrestricted reports of sexual assault. At a minimum, each group shall consist of the following additional military or civilian professionals who are involved and working on a specific case: SARC, SAPR VA, military criminal investigation, DoD law enforcement, healthcare provider, mental health and counseling services, chaplain, command legal representative, and victim's Commander/Director.

FAP. A DoD program designated to address child abuse and domestic abuse in military families and child maltreatment in DoD-sanctioned activities in cooperation with civilian social service agencies and military and civilian law enforcement agencies. Prevention, advocacy and intervention services are provided to individuals who are eligible for treatment in military medical treatment facilities.

MCIO. Military service branch law enforcement agencies, U.S. Army Criminal Investigation Command (CID); Naval Criminal Investigative Service (NCIS); and Air Force Office of Special Investigations (OSI), responsible for investigating all crimes perpetrated against or by Service members, and crimes committed on Federal installations.

MTF. A military hospital or clinic, found on military bases and posts, established for the purpose of furnishing medical and/or dental care to eligible beneficiaries.

Non-Participating Victim. A military sexual assault victim, who filed an unrestricted report, and chose not to participate in the military justice system.

Sexual Assault Response Team. A multi-disciplinary group which meets to review individual cases of an unrestricted report of sexual assault, filed by DCMA civilian employees only, to ensure the victim receives the necessary support following the sexual assault. The group facilitates victim updates and directs system coordination, accountability and victim access to quality services. Each SART shall consist of the following military or civilian professionals who are involved and working on a specific case: SAPR PM, SARC, military criminal investigation (if applicable), law enforcement, general counsel representative, and victim's Component Head or CMO Commander/Director (delegable no lower than the Deputy).

G2. ACRONYMS.

AOR	Area of Responsibility
CMG	Case Management Group
CMO	Contract Management Office
DCMA-INST	DCMA Instruction
DD Form 2910	Victim Reporting Preference Statement
DoDD	DoD Directive
DoDI	DoD Instruction
D-SAACP	Department of Defense Sexual Assault Advocate Certification Program
EEO	Equal Employment Opportunity
FAP	Family Advocacy Program
HCP	Healthcare Personnel
IAW	in accordance with
MCIO	Military Criminal Investigative Organization
MTF	Medical Treatment Facility
OCNUS	outside Continental United States
OIA	Office of Independent Assessment
PM	Program Manager
R-SARC	Regional Sexual Assault Response Coordinator
SAAPM	Sexual Assault Awareness and Prevention Month
SAFE	Sexual Assault Forensic Examination
SAPR	Sexual Assault Prevention and Response
SAPR PM	Sexual Assault Prevention and Response Program Manager
SAPR VA	Sexual Assault Prevention and Response Victim Advocate
SARC	Sexual Assault Response Coordinator
SART	Sexual Assault Response Team
SME	Subject Management Expert
SVC	Special Victims' Counsel
VLC	Victims' Legal Counsel

REFERENCES

DoD Manual 6400.01, Volume 2, “Family Advocacy Program (FAP): Child Abuse and Domestic Abuse Incident Reporting System,” August 11, 2016
DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
DoD Directive 6495.01, “Sexual Assault Prevention and Response (SAPR) Program,” January 23, 2012 (as amended)
DoD Instruction 3020.41, “Operational Contract Support (OCS),” December 20, 2011
DoD Instruction 6495.02, “Sexual Assault Prevention and Response (SAPR) Program Procedures,” March 28, 2013 (as amended)
Public Law 112-239, “National Defense Authorization Act for Fiscal Year 2013,” January 2, 2013
Public Law 113-66, “National Defense Authorization Act for Fiscal Year 2014,” December 26, 2013
United States Code, Title 10, Section 101